

Director of Operations and Family Ministries

Job Description

About Valley Hope Church:

Valley Hope Church is a growing church of roughly 400 on Sunday mornings, with many of that number being families with young children. The mission of Valley Hope Church is “Together, cultivating communities that live out the life-changing hope of Jesus.” We want to see our people become Joyful Apprentices, Gospel Storytellers, Intentional Friends and Faithful Servants. We do this as a member of the *Evangelical Presbyterian Church*, through a variety of ministries to children, students, adults, in our church and outside our church.

Primary Function:

This position exists to support the work of Valley Hope in the operations of the church and to oversee and provide leadership and oversight to designated areas of ministry.

Responsibilities:

- Operations
 - Oversee and Equip our Operations Support Staff and Departments (Communications, Finance, Administration, Building Team)
 - Oversee some worship service logistics.
 - Facilitate communication and coordination between departments, teams, officers, staff, and ministries at VHC.
 - Ongoing participation in the development of our building team, finance team, and Sunday morning logistics of volunteers. Must be comfortable with some coordination of volunteers. Oversee our Organizational Handbook, Church SOPs, and Business Administration.
 - Continually find new ways for VHC to organize itself more effectively to better use resources and engage people for fulfilling mission objectives. Help leadership align VHC’s goals with strategies for implementing and carrying them out.

- Family Ministries
 - Provide oversight and ministry support for staff leading Student and Children’s ministries.



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- Assess the need for leadership of potential gatherings for ministry to men and women and support lay leadership in those areas.
- General
 - Participate in regular staff meetings
 - Attend a minimum of six session meetings a year while facilitating staff communication for each meeting.
 - Attend church-wide functions including Sunday worship services

Qualifications:

- Proven commitment to know and follow Jesus Christ inwardly and outwardly.
- Committed to the personal study of Scripture, prayer, and worship.
- Ministry experience in a church setting preferred.
- Willingness to learn, adapt, and serve with humility and vulnerability with teammates who are committed to the same, jumping in together when needs arise.
- Experienced in building and leading teams, recruiting and equipping volunteers, and planning and organizing a model for year-round ministry.
- Communicates a care for others and desire to grow and develop others.
- Has a heart and desire to see unchurched people find a seat at the table with Jesus.
- Willingness to abide by the Code of Conduct & Employee Handbook.
- Must pass a Background check.
- Bachelor's degree required, masters preferred.
- A candidate interested in pursuing ordination in the EPC and moving towards pastoral ministry would be preferred.

Accountability:

- Supervised by the Lead Pastor and the Session of Valley Hope.



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Conditions of Employment:

- Full-time, salaried position. Pay is commensurate with experience, with total salary and housing allowance (if applicable) ranging from \$55K-\$70K.
- Flexible schedule with coordination of staff & ministry needs.
- Up to four weeks of vacation, plus holidays, and two weeks of study leave.
- Maternity/ Paternity Leave available.
- Medical benefits and retirement provided

Response Process:

If you are interested in applying for this position, please send your resume with a cover letter to Anthony@valleyhope.church with a copy sent to Stephens.randye@gmail.com.

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